

C9. RECYCLING CONTROL POINT (RCP) PROGRAM

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SECTION 2 - GENERAL PROCESSING

C9. RCP PROGRAM

C9.1. Introduction

C9.1.1. Virtual DRMO

C9.1.1.1. The Recycling Control Point (RCP) is a virtual (vs. actual) DRMO, monitored by DRMS in Battle Creek, Michigan. This “*Market in Place*” concept would eliminate the double-handling of material assets moving to the DRMO and maintain material accountability and visibility throughout the disposal process. To implement “*Market in Place*”, the Recycling Control Point (RCP) concept was developed:

C9.1.1.2. The DAISY Account, DODAAC SC4402 accepts property electronically from DLA Depots, based on business rules established by both agencies in 1994.

C9.1.2. Location, Screening, and Staging of Property

C9.1.2.1. All RCP property is co-located at DLA depots and remains at the depot throughout the screening process. DRMS obtained a permanent deviation for RCP property from GSA that eliminates the otherwise required **physical screening by potential users**. DOD and federal customers can submit their requests through <http://www.drms.dla.mil> for direct shipment of property to their agencies. The depots will stage RCP property allocated to eligible donee recipients until shipping arrangements are made by the customers.

C9.2. Scope and Purpose

C9.2.1. General

C9.2.1.1. This instruction provides procedural guidelines for the receipt, reutilization, transfer, donation and sales duties for DRMS, DRMO and Commercial Venture under the RCP program and the reconciliation process.

C9.2.1.2. This instruction is not intended to change or replace current DOD/DLA regulatory publications governing the operation of the property disposal system. Where conflict exists, the current policy or procedure listed in DOD/DLA publications will apply. If a conflict occurs, notify RCP Office immediately at the address provided in the “Foreword” to this publication.

C9.2.1.3. Ineligible property for RCP is identified in DOD 4160.21-M.

C9.2.2. Objectives

C9.2.2.1. To ensure that all policies and guidance are uniformly adhered to by DRMS, DRMO, and all applicable DLA agencies and partners:

C9.2.2.1.1. Standardize electronic disposal cycles.

C9.2.2.1.2. Increase productivity through improved methods.

C9.2.2.1.3. Ensure an orderly operational flow.

C9.2.2.1.4. Eliminate multiple physical handling of excess property to include property requiring special handling or property that may contain hazardous components.

C9.2.2.1.5. Minimize intransit inventories and accountability concerns.

C9.2.2.1.6. Reduce DOD/DLA's overall cost for transportation and maintain property accountability and visibility throughout the disposal cycle.

C9.3. **Background**

C9.3.1. Program Concept

C9.3.1.1. Material will remain in DLA warehouses and will be held in the RCP ownership account during the offering process.

C9.3.1.2. The RCP will communicate reutilization, transfer, donation, and sales offerings electronically.

C9.3.1.3. Property will not be available for physical inspection.

C9.3.1.4. RCP generated Material Release Orders will direct the movement of material to the RCP customer.

C9.3.2. Business Rules

C9.3.2.1. The [Business Rules History](http://www.drms.dla.mil/rtd03/rcp.htm) (<http://www.drms.dla.mil/rtd03/rcp.htm>) is also located on the DRMS Web Site, by choosing "RTD," then "RCP." .

C9.3.2.2. The RCP program is fully deployed at 18 DLA depots. For each DLA Depot, there is a designated RCP Liaison assigned to work with the Depot representative to monitor the operation of the RCP program.

C9.3.2.3. The disposal process for RCP includes a 42 day time frame for screening by various DOD, Federal and State agencies. At the end of the screening

cycle eligible property will be shipped to a DEMIL center, co-located DRMO or to a Government contractor for sales purposes in accordance with current DLA policies.

C9.4. Responsibilities and Systems

C9.4.1. DLA One Book

C9.4.1.1. *DLA*: DLAD 5025.30 (6.1)

[DLA OneBook](#)

C9.4.1.2. *DDC*: DLAD 5025.30 (6.2, 6.3)

[DLA OneBook](#)

C9.4.1.3. *DRMS*: DLAD 5025.30 (6.4)

[DLA OneBook](#)

C9.4.2. DRMS Home Page Web Documents

C9.4.2.1. *RCP Liaison*: <http://www.drms.dla.mil/rtd03\rcp.htm>

C9.4.2.2. *RCP Team Leader*: <http://www.drms.dla.mil/rtd03\rcp.htm>

C9.4.3. Systems

C9.4.3.1.1. RCP DAISY

C9.4.3.1.2. DAISY Oracle (DAISY ROSE)

C9.4.3.1.3. CORP DAISY (DEMIL Challenges visibility only)

C9.4.3.1.4. DSS <http://www.supply.dla.mil/DSS.asp>

C9.4.3.1.5. DSS DLA MRO Tracking

<http://wegal.ogden.disa.mil/mrostatus/query.html>

C9.4.3.1.6. WEBVLIPS <https://www.daas.dla.mil/webvlips>

C9.4.3.1.7. WebSDR https://www.daas.dla.mil/sar/Websdr_sar.asp

C9.4.3.1.8. FLIS PLUS <https://www.drms.dla.mil/drms/flisplus/>

C9.4.3.1.9. LOLA97 <http://www.dlis.dla.mil/lola97/>

C9.4.3.1.10. HMIRS <http://www.dlis.dla.mil/hmirs/default.asp>

C9.4.3.1.11. WEBDOCS

C9.5. Electronic Disposal Process

C9.5.1. Transactions

C9.5.1.1. As in other logistics management within DOD and DRMS, electronic property transactions are proscribed by the Defense Logistics Management Standards Office. MILS manuals are used to process the property from the ICPs, through the DLA Depots and through the disposal process.

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C9.5.1.2. DODAACs used: SC4402 - RCP Receipts; SC4401 - RCP Sales

C9.5.1.3. Signal Codes: A one digit code used to indicate where RCP Transfer, Donation, and Sales material is to be shipped, and who is to be billed for the material. RCP will use the signal code D, J or M.

C9.5.1.4. Frequently Used Transaction Terms and Acronyms:

Figure 1 - RCP Terms & Acronyms

SIGNAL CODE	A one digit code used to indicate where RCP Transfer, Donation, and Sales material is to be shipped, and who is to be billed for the material. RCP will use the signal code D, J or M.
SC4401	RCP Sales DODAAC
SC4402	RCP DODAAC
UIC	Unique Identification Code

C9.5.1.5. The following are system Type Transaction Codes (TTCs), used exclusively for RCP and not currently included in the [CAT BOOK](#) are:

Figure 2 - Type Transaction Codes (TTC) for RCP - Not in CAT Book

ARO	DDC response to the RCP transaction confirming the availability and release of material to the RCP customer.
D6A/B	Receipt transaction that will be used to change ownership from the ICP to the S9W account.
D7Z	Issue
D8	Document identifier for inventory adjustment transaction to inform the ICP/RCP that the DDC item quantity available is more than the ICP/RCP records indicate.
D9	Document identifier for inventory adjustment transaction to inform the ICP/RCP that the DDC item quantity available is less than what the ICP/RCP records indicate.
POD	Proof of Delivery

C9.6. Process Flow

NOTE: The RCP Process Flow is also located at: <http://www.drms.dla.mil/rtd03/rcp.htm>

C9.6.1. Receipt and Storage

Figure 3 - RCP Receipt and Storage Steps

1.	Inventory Control Point (ICP) submits A5J.
2.	DSS Depot System receives transaction as D6B
3.	If eligible for RCP DAISY, item received as XR1. If item not eligible, item front end edited, A5J generated to send to local DRMO or DEMIL Center.

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C9.6.2. Reutilization

C9.6.2.1. Reutilization transactions are managed in accordance with the DOD 4160.21-M. RCP property is transmitted to GSAXcess® at the end of the 14 day screening period.

NOTE: The exceptions are: (1) Coast Guard activities will adhere to the policies and guidelines as outlined in DOD 4160.21-M, Chapter 5, Paragraph C and (2) Customers may not TAG property in RCP. RCP does accommodate priority requests.

C9.6.2.1.1. Special Programs, e.g. - LESO, FMS, and HAP submit requisitions during the reutilization screening period. Information regarding eligibility for these programs can be accessed via [Special Programs](#) .

C9.6.2.2. Reutilization customers will submit their requests for property via <https://www.drms.dla.mil/asset/fgovrcp.html> to interface with the DDC system.

C9.6.2.3. For DEMIL required items, reutilization customers must adhere to all policies and guidelines specified in accordance with Section 2, Chapter 4, Demilitarization Program and DOD 4160.21-M-1, Chapter 1, Paragraph C3, and Chapter 11, Paragraph B.

C9.7. **Transfer**

C9.7.1. Requisitions

C9.7.1.1. The RCP Transfer Process is all electronic. Transfer customers must submit their requests via GSAXcess®: <http://gsaxcess.gov/fedsweb/fedsweb/>

NOTE: Customers may not TAG property in RCP.

C9.7.1.2. It is the customer's responsibility to request approval from GSA for property in DRMS RCP. Once the request is input into the system and the transaction is not rejected, DAISY generates an A5A to the Distribution Standard System (DSS) at DDC to have the property shipped to the customer.

C9.7.2. Supplementary Address

C9.7.2.1. All transfer customer requisitions must have a supplementary address. This is a unique (6) digit number assigned by RCP HQ to use when submitting requests. A list of supplementary addresses assigned to Transfer customers can be accessed via <http://www.drms.dla.mil/rtd03/rcp.htm>

NOTE: This is a required field in FEDS. The customer is responsible for entering the correct code. RCP HQ does not receive a hard copy of the SF 122; therefore, the customer shall be responsible for all transportation costs incurred for shipping the property to correct address.

C9.7.2.2. If the requisitioner makes errors and contacts DRMS HQ, DRMS may make changes to MRO fields.

C9.7.2.3. DEMIL Required. Transfer customers must adhere to all policies and guidelines specified in accordance with now Section 2, Chapter 4, Demilitarization Program, the [RCP site](#) on the DRMS Home page and DOD 4160.21-M-1, Chapter 1, Paragraph C3, and Chapter 11, Paragraph B.

C9.8. Donations

C9.8.1. Requisitions

C9.8.1.1. The RCP Donation Process is all electronic. Donation customers must submit their requests via GSAXcess®: <http://gsaxcess.gov/fedsweb/fedsweb/>

NOTE: Customers may not TAG property in RCP.

C9.8.1.2. GSA approves the SF 123 and faxes the request to the DRMO. A A5A is then generated to have the material pulled and staged in an area designated by DDC for removal by the customer. Property allocated to Donee customers must be removed within 21 days of notification by the RCP Liaison that the material is in the staging area.

C9.8.1.3. The RCP Liaison must coordinate the removal with the Donee and the Depot and the Liaison must be present with the Donation customer or authorized agent for removal of property. Annotate the SF 123 with the quantity removed and have the customer sign the document. If all items are not removed, complete a partial removal (DLA Form 1367) as property is removed and shipments are completed.

C9.8.1.4. Once the property is picked up, the RCP Liaison will fax a copy of the SF123 to the RCP Office.

C9.8.2. Removing Property from the Staging Area

C9.8.2.1. Donees are given the following options with regard to removing the property in the staging area:

C9.8.2.1.1. Contact the RCP Liaison with a tentative date of removal and a letter of authorization for the designated common carrier, or

C9.8.2.1.2. Provide the RCP Liaison with the pertinent data needed to ship the item via FedEx or UPS.

C9.8.2.2. For DEMIL required items, Donee customers must adhere to all policies and guidelines specified in accordance with Section 2, Chapter 4, Demilitarization Program and DOD 4160.21-M-1, Chapter 1, Paragraph C3, and Chapter 11, Paragraph B.

C9.8.3. Procedures For Changing Or Canceling Requisitions

C9.8.3.1. If the property has not been selected for shipment, customers can cancel or modify their requisitions; however, RCP Battle Creek can prepare the cancellation or make corrections.

C9.8.3.2. DRMOs (RCP Liaisons) can assist the customer and contact RCP HQ (Battle Creek) to request a cancellation or correction

C9.8.3.3. If the property has been selected and shipped, customer must sign for the property and follow the procedures to submit a Supply Discrepancy Report (SDR).

NOTE: Also refer to Supply Discrepancy Report area at C9.12. below.

C9.9. **DEMIL-Required Property**

C9.9.1. Customer Responsibilities

C9.9.1.1. For DEMIL required items, all customers must adhere to the policies and guidelines specified in accordance with Section 2, Chapter 4, Demilitarization Program and DOD 4160.21-M-1, Chapter 1, Paragraph C3, and Chapter 11, Paragraph B.

C9.10. **Sales**

C9.10.1. Reference

Please refer to Section 2, Chapter 6, Sales Program, for further information. Also CV SOP is found in Section 4, Supplement 2, Sales Program, Enclosure 2.

C9.11. **Transportation**

C9.11.1. General.

C9.11.1.1.1. For transportation information, see Section 1, Chapter 2, General Operations Guidance, Transportation.

C9.11.1.1.2. The storage activity provides transportation for all RCP property stored at the DLA Warehouses, except Donation property. Contact the Transportation Officer at (DSN) 661-5846 regarding issues relating to transportation.

C9.12. Supply Discrepancy Report (SDR)

C9.12.1. Reference

C9.12.1.1. DLA 4140.55, located at <http://dla.mil/j-6/dlmsd/manuals> and the [RCP SOP](http://www.drms.mil/rtd03/rcp.htm) located on the DRMS Web site at <http://www.drms.mil/rtd03/rcp.htm>.

C9.12.2. Identification and Reporting of Shipping Errors

C9.12.2.1. The SF 364 (Supply Discrepancy Report (SDR)) or WebSDR system will be used to identify the following shipping errors in accordance with the SDR:

C9.12.2.1.1. Misidentified property

C9.12.2.1.2. Misshipped property

C9.12.2.1.3. Incorrect quantity

C9.12.2.1.4. Other (i.e. property not staged, DEMIL - G, P, no paperwork, wrong condition, etc.)

C9.12.2.2. The SF 364 or WebSDR will be used for resolution of discrepancies for RTD customers. When submitting an SDR, customers must ensure that all fields are correctly completed. Completed Forms should be faxed to DSN 661-7287- RCP office.

C9.13. Inventory Control

C9.13.1. References

C9.13.1.1. See Section 2, Chapter 2, Property Accounting and DOD 4140.1-R and DOD 4000.25-2-M.

C9.13.2. Storage and Physical Custody Requirements

C9.13.2.1. RCP does not accept physical custody of property that is excessed and turned in to the RCP Program.

C9.13.2.2. The storage activity maintains custody of all property referred to RCP.

C9.13.2.3. The storage activity is responsible for the content, changes, and accuracy of the inventory held under its control.

C9.13.2.4. Storage activities shall conduct physical inventories, initiate and conduct discrepancy research and prepare supply discrepancy reports.

C9.13.2.5. The storage activity will also investigate and resolve discrepancies, assess liability for losses and initiate and maintain (DD Form 200) to ensure that the physical on-hand quantity and the total item property record quantity agree. There is no requirement for DDC to coordinate the DD Form 200 with DRMS.

C9.13.2.6. The storage activity and property owner/managers will perform a Quantitative Location Reconciliation (QLR) in accordance with DOD 4000.25-2-M of storage activity records (active and inactive records, including zero balances) not less than once each fiscal year. Prior to the beginning of each fiscal year, RCP submits a recommended schedule of dates to DLA to reconcile each site. Prior to the actual reconciliation, DDC will send a confirmation notice of the date, time and number of records being transmitted to DRMS RCP. During the reconciliation process, mismatched quantities (gains or losses) shall be adjusted with a D8_ or D9_, Inventory Adjustment Increase/Decrease (Accounting error) transaction to the RCP account. These adjustments will correct book balance errors.

C9.14. Records Management

C9.14.1. File Maintenance

C9.14.1.1. All correspondence, files, electronic files and records will be maintained according to Defense Logistic Agency's policy and guidance located in the [Records Management Chapter of the DLA One Book](#), and [The DLA Records Management Procedural Guide](#). These documents provide policy and responsibilities for life-cycle management (creation, maintenance, storage, use and disposition) of information as records in all media, including electronic. [The DLA Records Schedule](#) provides disposition instructions for all DLA records information.